



700 Sunset Boulevard North • Sunset Beach, NC 28468
Telephone: 910-579-6297 • Fax: 910-579-1840
Website: www.sunsetbeachnc.gov • Email: sunsetbeach@atmc.net

Hiram J. Marziano, II, Town Administrator

Due to COVID-19, the following information below will become effectively immediately.

1. All building plans and paperwork must be submitted electronically to inspections@sunsetbeachnc.gov. Please do not fax any information concerning your projects, **(FAXES will not be accepted)**. Once applications are reviewed and permits are approved, you will be notified with mailing instructions for payment with check, or to utilize our online bill pay @ <https://www.sunsetbeachnc.gov/>, click online payments on home screen please include the permit number that will assigned.
2. All HVAC changeouts, Water/Sewer lines, Underground Electrical, Shower Pans, Bulkheads, and other miscellaneous inspections will be conducted utilizing the Live remote (LR) inspections tool. Please see attached document for instructions. Items that are possibly consider **Life Safety** will be considered on a case by case situation on how to conduct the inspection.
3. Building Rough -ins and Building Finals will be conducted as normal but are subject to change. In the event of change you will be notified.
4. All Inspections for **OPEN** decks/stairs will be inspected as normal. Enclosed additions such as sunrooms or any other enclosed semi-conditioned space will not be inspected as of this time.
5. We ask that you make every effort to check over work before scheduling an inspection in order in order to prevent re-inspections.
6. There will not be any scheduling of time for any type of inspection until further notified.
7. We will notify the Contractor once the inspection is completed.

PLEASE NOTE: There will be **NO** face to face inspections or office visits until you are notified from our office. All communication will be by phone or email. If you have a Building Rough-in or Building Final inspection scheduled, please inform all Sub-Contractors, Cleaners, Landscapers etc. **NOT TO BE ON -SITE WHEN WE ARRIVE.** In the event this protocol is not followed all inspections will be cancelled.

Mayor: Shannon Phillips • Mayor Pro-Tem: John Corbett
Town Council: Jan Harris • Jamie Phillips • Tom Bormann • Charles Nern

Part of North Carolina's Brunswick Islands